

Code of Conduct Policy

JPAB Policy #318
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Santa Cruz Public Libraries (hereinafter the “Library”) strives to support all individuals’ free and equal access to information and use of the Library without discrimination, intimidation, threat of harm, or invasion of privacy. The Library seeks to provide an accessible, welcoming, clean, comfortable, and safe environment for all Library users. This policy is applicable to all individuals using and visiting Library facilities and property, and/or attending Library programs, and is enforceable by all Library staff.

Prohibited Behaviors

Prohibited activities include but are not limited to:

1. Conduct that interferes with a **Comfortable and Welcoming Environment**

- a. Behavior not reasonably associated with the use and nature of a public library, which disrupts other patrons or interferes with standard operations.
- b. Panhandling, gambling, or soliciting (other than gathering signatures) on Library property.
- c. Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside a Library facility (unless authorized by the Library Director).
- d. Noise that disturbs others’ enjoyment and use of the Library facilities, such as using audible devices without headphones or set at a volume level audible to others, having an audible ringtone, or having loud conversations.

2. Conduct that interferes with making **Information Resources and Materials Accessible for All**

- a. Damaging or stealing any materials, equipment, or property belonging to the Library or other persons.
- b. Lying down or appearing to be sleeping; having feet on furniture; blocking aisles, exits, entrances, walkways with one’s body or personal property.
- c. Bringing into the Library personal items with total dimensions exceeding 65 inches (ex.: 20”x20”x25”), with the exception of items necessary for medical or child care reasons.
- d. Camping or setting up blankets and/or bedding.

3. Conduct that does not **Ensure a Safe and Secure Environment**

- a. Using roller skates, bicycles, skateboards, scooters or similar wheeled devices inside the Library, with the exception of items necessary for medical or mobility purposes, or child care.
- b. Disciplining a child in a manner that disrupts other patrons.
- c. Leaving young children unsupervised. Children under 9 years must be accompanied by a person 14 years of age or older.
- d. Parents and caregivers are responsible for the behavior of the individuals (of any age) under their charge, ensuring they conduct themselves in a manner that does not violate this Code of Conduct or disrupt other patrons.
- e. Adults lingering in the areas designated for minors for no legitimate purpose is prohibited (see State of California PENAL CODE Section 653b). Adults are welcome to access the materials and collections in the Children’s areas without a child present.

- f. Unlawful or inappropriate use of Library property including computer hardware, software, network, systems, printers, copiers, phones, and other equipment (see Library Policies - Internet Access Policy).
- g. Engaging in activities not reasonably associated with the use or nature of a public library.
- h. Failing to comply with a Library staff request to cease behavior that interferes with the effective functioning of the Library, or failure to leave the Library during emergencies effective functioning of the Library, or failure to leave the Library during or at closing time.
- i. Engaging in intimidation, harassment, or threatening behaviors, including but not limited to, stalking, offensive staring, offensive touching, lurking, or using profane or abusive language likely to provoke an immediate violent reaction. (Abusive language includes racial, ethnic, gendered, or other epithets used verbally or in writing.)
- j. Demonstrating intoxicated behavior or appearing under the influence of alcohol or drugs.
- k. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once suspended.
- l. Engaging in any behavior that is prohibited by any applicable local, state, or federal law.
- m. Leaving personal property unattended or storing bicycles outside of designated bike racks. Note: The Library reserves the right to remove any unattended personal property at any time. The Library will not assume responsibility for any theft, lost, or damaged personal property.

4. Conduct that does not Maintain a Healthy and Clean Environment

- a. Being shoeless or shirtless in the Library, or being otherwise attired so as to be disruptive to the library environment (with the exception of infants and toddlers at the guardian's discretion).
- b. Emitting strong odor, including body odor or excessive fragrance, that interferes with other's ability to use and enjoy the Library, or exhibiting personal hygiene that poses a health risk.
- c. Eating or drinking near the Library's computers, printers, or laptops. (Any beverages inside the library, outside of Library programming, must be in a lidded container.)
- d. Littering, or failing to clean up trash, residue, wrappings, or spills.
- e. Bringing into the Library pets or non-service animals, as defined by California and federal laws, except as allowed during Library programs. Handlers of unattended, disruptive, and/or aggressive animals will be asked to remove them from Library property.
- f. Using cigarettes, e-cigarettes, cannabis, chewing tobacco, or other tobacco products.
- g. Distributing cannabis, alcohol, or illegal drugs. (Alcohol may be served and consumed in accordance with Policy #101, Alcoholic Beverages.)
- h. Using restrooms for other than their intended purpose, including bathing, personal grooming, doing laundry, or any activity that interferes with other patrons' ability to use the restroom.

Enforcement of the Library Code of Conduct

Enforcement of the Library Code of Conduct will be administered in a fair and reasonable manner. Library staff, security, and/or law enforcement will intervene to prevent and/or stop prohibited activities and behaviors. Individuals who violate this Library Code of Conduct may be: asked to leave Library property, have their Library privileges suspended for a designated period of time, and/or be subject to arrest or other lawful action. Violators of the Code of Conduct may be photographed to assist in identification.